



OVERSIGHT AND
COMPLIANCE

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

**MEMORANDUM FOR DESIGNATED FEDERAL OFFICER, NATIONAL INTELLIGENCE
UNIVERSITY BOARD OF VISITORS**

**SUBJECT: National Intelligence University Board of Visitors – Charter and Membership
Balance Plan**

I have approved the charter renewal and membership balance plan for the National Intelligence University Board of Visitors (“the Board”). Copies of the charter and the membership balance plan will be provided to you once the charter is filed with the Defense Congressional Oversight Committees, the General Services Administration, and the Library of Congress.

In consultation with the Office of the General Counsel (OGC) of the Department of Defense (DoD), I have affirmed that all individuals appointed to the Board, once authorized by the Secretary or Deputy Secretary of Defense and administratively certified by the Under Secretary of Defense for Intelligence, will be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal of appointment according to DoD policy, who are not full-time or permanent part-time Federal officers or employees, must be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees must be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.
- (b) Each Board member must be notified, in writing, of the appointment authority’s decision. Any questions pertaining to the preparation of these letters of notification should be referred to me or the appropriate OGC DoD. At a minimum, the letters shall contain the following:
 - i. Notice that each individual's appointment to serve on the Board is without compensation, with the exception of reimbursement of official Board related travel and per diem;
 - ii. A statement that each individual is appointed to serve as an SGE or RGE member, as appropriate;
 - iii. An explanation of the difference between serving as an SGE or representative member; and
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

As DFO, you are responsible to the Under Secretary of Defense for Intelligence for:

- (a) Attending all Committee and subcommittee meetings for the entire duration of each and every meeting.
- (b) Ensuring that the DFO and the Committee fully comply with all governing Federal statutes and regulations; DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program;" policy decisions issued by the Secretary of Defense, the Deputy Secretary of Defense, or the Deputy Chief Management Officer; and procedural guidelines issued by the Advisory Committee Management Officer.
- (c) Ensuring all work done by the Committee and its subcommittees is based upon written tasks or terms of reference assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the GC DoD, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - ii. Authority for the members of the Committee or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - iii. A date by which the Committee must submit its written conclusions (advice and recommendations) to the DoD decision maker.
- (d) Providing adequate support to the Committee and its subcommittees, and ensuring the Committee and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that all visits to DoD installations or facilities by members of the Committee and its subcommittees are done in consultation with the respective Secretaries of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
- (f) Ensuring all members of the Committee and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work performed by the Committee or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office, if necessary, for his or her appointment.
- (g) Ensuring all DoD and other Federal Agency documents provided to the Committee or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
- (h) Monitoring the implementation status of any recommendation adopted by the DoD and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board's functions and reduce, where appropriate, the Board's operating costs. As then-Secretary of Defense Panetta stated, "we must continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change."

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter, or the membership balance plan, please contact Marcia Moore at 703-571-2005 or by email at marcia.l.moore12@mail.mil.

A handwritten signature in black ink, appearing to read "James D. Freeman II", with a stylized flourish extending from the end.

James D. Freeman II
Advisory Committee Management Officer



OVERSIGHT AND
COMPLIANCE

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

**MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT, GENERAL
SERVICES ADMINISTRATION**

**SUBJECT: Charter and Membership Balance Plan Consultation – National Intelligence
University Board of Visitors**

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the National Intelligence University Board of Visitors (attached). The National Intelligence University Board of Visitors will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the National Intelligence University Board of Visitors' charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectively requests that the Committee Management Secretariat review and approve the proposed charter and membership balance plan (attached). Both documents has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Marcia Moore, at 703-571-2005.

A handwritten signature in dark ink, appearing to read "James D. Freeman II", is positioned above the printed name.

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

Attachments
Proposed Charter
Proposed Membership Balance Plan



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OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER

**9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010**

The Honorable Mac Thornberry
Chairman
Committee on Armed Services
U.S. House of Representatives
Room 2216 Rayburn House Office Building
Washington, D.C. 20510

June 4, 2016

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the National Intelligence University Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C. Appendix, as amended).

Copies of this charter are also being filed with the Armed Services Committee for the U.S. Senate, the Appropriations Committee for the U.S. Senate and the U.S. House of Representatives, and the Library of Congress.

Sincerely,

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

1 Enclosure
As stated



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COMPLIANCE

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

The Honorable John McCain
Chairman
Committee on Armed Services
United States Senate
Room SR-228 Russell Senate Office Building
Washington, D.C. 20510

June 4, 2016

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the National Intelligence University Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C. Appendix, as amended).

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Sincerely,

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

1 Enclosure
As stated



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OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER

**9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010**

The Honorable Thad Cochran
Chairman
Committee on Appropriations
United States Senate
Room S-128 Capitol
Washington, D.C. 20510

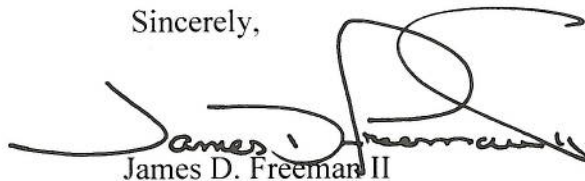
June 4, 2016

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the National Intelligence University Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended).

Copies of this charter are also being filed with the Armed Services Committee for the U.S. Senate and U.S. House of Representatives, the Appropriations Committee for the U.S. House, and the Library of Congress.

Sincerely,



James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

1 Enclosure
As stated



OVERSIGHT AND
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OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER

**9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010**

The Honorable Harold Rogers
Chairman
Committee on Appropriations
U.S. House of Representatives
Room H307 Capitol
Washington, D.C. 20515

June 4, 2016

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the National Intelligence University Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C. Appendix, as amended).

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Sincerely,

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

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**9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010**

Library of Congress
Anglo-American Acquisitions Division
Government Documents Section
Federal Advisory Committee Desk
101 Independence Avenue, S.E.
Washington, D.C. 20540

June 4, 2016

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the National Intelligence University Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C. Appendix, as amended).

Copies of this charter are also being filed with the Armed Services Committee for the U.S. Senate and the U.S. House of Representatives, and the Appropriations Committee for the U.S. Senate and the U.S. House of Representatives.

Sincerely,

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a horizontal line.

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

1 Enclosure
As stated